Bureau of Educational and Cultural Affairs (ECA) Request for Grant Proposals:

Sports, Cultural, and Youth Visitor Program

Announcement Type: New Cooperative Agreement
Funding Opportunity Number: ECA/PE/C/WHA-EAP-09-18
Catalog of Federal Domestic Assistance Number: 00.000
Key Dates:
Application Deadline: April 2, 2009

Executive Summary: The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) seeks an organization to assist the Office of Citizen Exchanges in the implementation of several short-term, high-visibility cultural, sports, and youth exchanges taking place during calendar year 2009 and 2010. Approximately 170 visitors (96 for sports, 32-48 for culture, and 30 for youth) from countries around the world will participate in approximately 13 separate exchange initiatives/projects (eight for sports, three for culture with multiple visitors for each initiative, and two for youth) in the United States designed to promote interaction between the foreign participants and their American peers.

I.   Funding Opportunity Description:
Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose: The three overarching goals for the exchange participants and their American counterparts are to: 1) develop a broad worldview that incorporates diverse

perspectives; 2) apply their skills toward productive and positive outlets in their local communities, and 3) build upon their professional skills and knowledge while developing a deeper understanding of U.S. society and culture. Through these projects, the Visitor Program provides opportunities for foreign visitors to participate in intensive thematic exchanges in the United States. The award recipient must provide overall programmatic, logistical, and administrative support for each of the 170 visitors for U.S.-based exchanges of 10-50 days.

The project will entail working with ECA in planning and scheduling all events, including:
- Oversight of arrivals and departures;
- Preparing briefing materials;
- Locating and reserving athletic or cultural facilities; scheduling meeting rooms;
- Recruiting and screening of host families for select cultural exchanges and all youth exchanges;
- Aiding in the recruitment of appropriate speakers and/or other sports or cultural figures;
- Designing and planning substantive and well-organized activities;
- Coordinating escorts and interpreters;
- Providing adult supervision for minors, including overnight stays when students are not with host families;
- Arranging all air travel (domestic and, in some cases, international) and local transportation.

The program will enable participants to:
- Foster understanding and build relationships with others from different ethnic, religious, and national groups;
- Promote mutual understanding between the people of the partner countries and the United States;
- Learn more about U.S. society and culture, thereby countering negative stereotypes;
- Become part of a network of leaders who will share their knowledge and skills with their peers and the broader community.

Applicant organizations should identify their own specific objectives and measurable outcomes based on these program goals and the specifications provided in this solicitation.

Most projects will start and end in Washington, DC. Other activities will take place at other sites in the United States. The exchange format will be intensive and interactive, weaving together both formal and informal sessions to achieve the stated goals and objectives. Applicants must present a program plan that allows the participants to thoroughly explore the themes in a creative, memorable, and practical way. Activities should be designed to be replicable and provide practical knowledge and skills that the participants can apply at home. Staff from the selected organization will be expected to be available and/or attend all aspects of the visitor programs, when appropriate and in coordination with ECA.

The proposal must demonstrate how these activities/objectives will be met. The proposal narrative should also provide detailed information on major program activities, and applicants should explain and justify their programmatic choices. Programs must comply with J-1 visa regulations. Please refer to the complete Solicitation Package—this RFGP, the Project Objectives, Goals, and Implementation (POGI), and the Proposal Submission Instructions (PSI)—for further information.

Sports Visitor Program
The Sports Visitor Program will consist of eight projects with approximately 96 participants. Program participants will be selected from all world regions and will focus on a range of sports from basketball to volleyball. The Sports Visitors will be either high school athletes between the ages of 15 and 18, or adult coaches who will benefit both from personal interaction with U.S. professional athletes and coaches, and from traveling to the United States to take part in an introduction to U.S. training approaches, sports management techniques, or community-based sports programs. The majority of the Sports Visitors will be non-English language speakers with little prior experience in the United States. The final mix of countries and sports will be determined after discussions between ECA and our

Embassies, as well as input from the relevant U.S. Sports
Federations and their foreign counterparts.

Cultural Visitor Program
The Cultural Visitor program consists of the following,
three separate projects for visitors from multiple regions
of the world to come to the United States and further their
professional development: 1) The National Endowment for
the Humanities (NEH) Summer Workshops on Landmarks of
American History and Culture; 2) The NEH Picturing America
Program Workshops; and 3) Individually designed independent
programs in the U.S. related to the cultural visitor's
specific professional needs and interests. Below is a
summary of each of the three cultural projects. Please see
the POGI associated with this RFGP for more specific
information about each of the three Cultural Visitor
projects.

1) *The NEH Summer Workshops on Landmarks of American
History and Culture*
ECA will sponsor 12-18 foreign participants who will attend
one-week workshops coordinated by the NEH, focusing on
historical events and cultural themes in American history.
The participants will also attend a week-long orientation
in Washington D.C., prior to the workshop.

2) *Picturing America Program Workshop with the NEH*
ECA will sponsor 10-20 foreign participants who will attend
a one-week seminar developed by the NEH and held in
conjunction with a U.S. cultural institution with an
extensive American art collection.

3) *Individually Designed Cultural Visitor Programs*
ECA will sponsor approximately 10 visitors for individually
designed U.S. programs focused on the visual arts, dance,
music, drama, film, literature and other artistic and
humanistic genres. This program will not include the
involvement of the NEH; however, the visitors will meet
with representatives from a variety of cultural
institutions.

The award recipient will work closely with the Cultural
Programs Division staff, who will guide them through
programmatic, procedural, and budgetary issues for the full
range of Cultural Visitor programs. Programs must contain

substantive educational sessions or meetings that focus on
program objectives presented by experts. Orientation
sessions, meetings, site visits, and other program
activities should promote dialogue between participants and
their U.S. professional counterparts. All of the cultural
programs may also include a home stay or community visit
following the conclusion of a workshop or independent
program. The Cultural Programs Division will identify all
participants for the three programs in consultation with
U.S. Embassies and Consulates overseas. Participants for
all three programs will include foreign educators, social
influencers and arts managers.

Youth Visitor Program: Embassy Initiatives
The two Youth Visitor Programs will enable two groups of 14
to 16 secondary school students and teachers each to travel
to the United States to take part in activities focused on
leadership, respect for diversity, and multiculturalism.
The Bureau will identify the two participating countries in
consultation with its U.S. Embassies. Additional program
themes may be added after these consultations; therefore,
the award recipient will need to demonstrate some
flexibility and an ability to be innovative in its program
planning.

II. Award Information:
Type of Award: Cooperative Agreement
Fiscal Year Funds: 2009
**Approximate Total Funding: $1,130,000 ($600,000 for Sports
Programs, $380,000 for Cultural Programs, $150,000 for
Youth Programs)**
Approximate Number of Awards: One
Approximate Average Award: $1,130,000
**Anticipated Award Date: June 1, 2009, pending availability
of funds**
Anticipated Project Completion Date: September 30, 2010
Additional Information: Pending successful implementation
of this program and the availability of funds in subsequent
fiscal years, it is ECA's intent to renew this cooperative
agreement for two additional fiscal years, before openly
competing it again.

The responsibilities of ECA regarding this cooperative
agreement are as follows:

1) Participation in the design and direction of program activities;
2) Approval and input on program timelines and agendas;
3) Guidance in execution of all program components;
4) Review and approval of all program publicity and recruitment materials;
5) Approval of decisions related to special circumstances or problems throughout duration of program;
6) Management of all SEVIS-related issues;
7) Assistance with participant emergencies;
8) Liaison with relevant U.S. Embassies and country desk officers at the State Department.

III. Eligibility Information:

III.1. Eligible Applicants: Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

III.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

III.3. Other Eligibility Requirements:

a.) Bureau grant guidelines require that organizations with less than four years experience in conducting

international exchanges be limited to $60,000 in Bureau
funding. ECA anticipates making awards in amounts
exceeding $60,000 to support program and administrative
costs required to implement these exchange programs.
Therefore, organizations with less than four years
experience in conducting international exchanges are
ineligible to apply under this competition.   The Bureau
encourages applicants to provide maximum levels of cost
sharing and funding in support of its programs.

b.) Award recipients must have a Washington, D.C.
presence. Applicants who do not currently have a
Washington, D.C. presence must include a detailed plan in
their proposal for establishing such a presence by May 1,
2009. The costs related to establishing such a presence
must be borne by the award recipient. No such costs may be
included in the budget submission in this proposal. The
award recipient must have e-mail capability, access to
Internet resources, and the ability to exchange data
electronically with all partners involved in the Sports,
Cultural and Youth Visitor Program.

c.) Proposals must demonstrate that an applicant has an
established resource base of programming contacts and the
ability to keep this resource base continuously updated.
This resource base should include speakers, thematic
specialists, or practitioners in a wide range of
professional fields in both the private and public sectors.

d.) Technical Eligibility: In addition to the requirements
outlined in the Proposal Submission Instructions (PSI)
technical format and instructions document, all proposals
must comply with the following or they will result in your
proposal being declared technically ineligible and given no
further consideration in the review process.

The Office does not support proposals limited to
conferences or seminars (i.e., one- to fourteen-day
programs with plenary sessions, main speakers, panels, and
a passive audience). It will support conferences only when
they are a small part of a larger project in duration that
is receiving Bureau funding from this competition.

No funding is available exclusively to send U.S. citizens
to conferences or conference-type seminars overseas; nor is

funding available for bringing foreign nationals to conferences or to routine professional association meetings in the United States.

The Office of Citizen Exchanges does not support academic research or faculty or student fellowships.

IV. Application and Submission Information:
Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

IV.1 Contact Information to Request an Application Package: Please contact the Office of Citizen Exchanges, ECA/PE/C, Room 224, U.S. Department of State, SA-44, 301 4th Street, S.W., Washington, D.C. 20547, telephone number: 202-453-8165, fax number: 202-452-8169 or e-mail: PleasantNX@state.gov to request a Solicitation Package. Please refer to the Funding Opportunity Number: ECA/PE/C/WHA-EAP-09-18 when making your request.

Alternatively, an electronic application package may be obtained from grants.gov. Please see section IV.3.f for further information.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation. It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify Raymond H. Harvey and refer to the Funding Opportunity Number: ECA/PE/C/WHA-EAP-09-18 located at the top of this announcement on all other inquiries and correspondence.

IV.2.   To Download a Solicitation Package Via Internet: The entire Solicitation Package may be downloaded from the Bureau's website at

http://exchanges.state.gov/education/rfgps/menu.htm, or
from the Grants.gov website at http://www.grants.gov.

Please read all information before downloading.

IV.3. Content and Form of Submission: Applicants must
follow all instructions in the Solicitation Package. The
application should be submitted per the instructions under
IV.3f. "Application Deadline and Methods of Submission"
section below.

IV.3a. You are required to have a Dun and Bradstreet
Data Universal Numbering System (DUNS) number to apply for
a grant or cooperative agreement from the U.S. Government.
This number is a nine-digit identification number, which
uniquely identifies business entities. Obtaining a DUNS
number is easy and there is no charge. To obtain a DUNS
number, access http://www.dunandbradstreet.com or call 1-
866-705-5711. Please ensure that your DUNS number is
included in the appropriate box of the SF – 424 which is
part of the formal application package.

IV.3b. All proposals must contain an executive summary,
proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the
mandatory Proposal Submission Instructions (PSI) document
*and the Project Objectives, Goals and Implementation (POGI)
document* for additional formatting and technical
requirements.

IV.3c. You must have nonprofit status with the IRS at
the time of application. **Please note:** Effective January 7,
2009, all applicants for ECA federal assistance awards must
include in their application the names of directors and/or
senior executives (current officers, trustees, and key
employees, regardless of amount of compensation). In
fulfilling this requirement, applicants must submit
information in one of the following ways:

1) Those who file Internal Revenue Service Form 990,
   "Return of Organization Exempt From Income Tax," must
   include a copy of relevant portions of this form.

2) Those who do not file IRS Form 990 must submit
   information above in the format of their choice.

In addition to final program reporting requirements, award
recipients will also be required to submit a one-page
document, derived from their program reports, listing and
describing their grant activities. For award recipients,
the names of directors and/or senior executives (current
officers, trustees, and key employees), as well as the one-
page description of grant activities, will be transmitted
by the State Department to OMB, along with other
information required by the Federal Funding Accountability
and Transparency Act (FFATA), and will be made available to
the public by the Office of Management and Budget on its
USASpending.gov website as part of ECA's FFATA reporting
requirements.

If your organization is a private nonprofit that has not
received a grant or cooperative agreement from ECA in the
past three years, or if your organization received
nonprofit status from the IRS within the past four years,
you must submit the necessary documentation to verify
nonprofit status as directed in the PSI document. Failure
to do so will cause your proposal to be declared
technically ineligible.

IV.3d.   Please take into consideration the following
information when preparing your proposal narrative:

IV.3d.1   Adherence To All Regulations Governing The J Visa

The Office of Citizen Exchanges of the Bureau of
Educational and Cultural Affairs is the official program
sponsor of the exchange program covered by this RFGP, and
an employee of the Bureau will be the "Responsible Officer"
for the program under the terms of 22 CFR 62, which covers
the administration of the Exchange Visitor Program (J visa
program).   Under the terms of 22 CFR 62, organizations
receiving awards (either a grant or cooperative agreement)
under this RFGP will be third parties "cooperating with or
assisting the sponsor in the conduct of the sponsor's
program." The actions of recipient organizations shall be
"imputed to the sponsor in evaluating the sponsor's

compliance with" 22 CFR 62. Therefore, the Bureau expects
that any organization receiving an award under this
competition will render all assistance necessary to enable
the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places
critically important emphases on the secure and proper
administration of Exchange Visitor (J visa) Programs and
adherence by recipient organizations and program
participants to all regulations governing the J visa
program status. Therefore, proposals should explicitly
state in writing that the applicant is prepared to assist
the Bureau in meeting all requirements governing the
administration of Exchange Visitor Programs as set forth in
22 CFR 62. If your organization has experience as a
designated Exchange Visitor Program Sponsor, the applicant
should discuss their record of compliance with 22 CFR 62
et. seq., including the oversight of their Responsible
Officers and Alternate Responsible Officers, screening and
selection of program participants, provision of pre-arrival
information and orientation to participants, monitoring of
participants, proper maintenance and security of forms,
record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible
for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the
administration of Exchange Visitor (J) programs is
available at http://exchanges.state.gov or from:

**United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/ECD - SA-44, Room 734
301 4th Street, S.W.
Washington, D.C. 20547
Telephone: (202) 203-5029
FAX: (202) 453-8640**

IV.3d.2   Diversity, Freedom and Democracy Guidelines

Pursuant to the Bureau's authorizing legislation, programs
must maintain a non-political character and should be
balanced and representative of the diversity of American
political, social, and cultural life. "Diversity" should

be interpreted in the broadest sense and encompass
differences including, but not limited to ethnicity, race,
gender, religion, geographic location, socio-economic
status, and disabilities. Applicants are strongly
encouraged to adhere to the advancement of this principle
both in program administration and in program content.
Please refer to the review criteria under the 'Support for
Diversity' section for specific suggestions on
incorporating diversity into your proposal. Public Law
104-319 provides that "in carrying out programs of
educational and cultural exchange in countries whose people
do not fully enjoy freedom and democracy," the Bureau
"shall take appropriate steps to provide opportunities for
participation in such programs to human rights and
democracy leaders of such countries." Public Law 106 - 113
requires that the governments of the countries described
above do not have inappropriate influence in the selection
process. Proposals should reflect advancement of these
goals in their program contents, to the full extent deemed
feasible.

IV.3d.3. Program Monitoring and Evaluation

Proposals must include a plan to monitor and evaluate the
project's success, both as the activities unfold and at the
end of the program. The Bureau recommends that your
proposal include a draft survey questionnaire or other
technique plus a description of a methodology to use to
link outcomes to original project objectives. The Bureau
expects that the recipient organization will track
participants or partners and be able to respond to key
evaluation questions, including satisfaction with the
program, learning as a result of the program, changes in
behavior as a result of the program, and effects of the
program on institutions (institutions in which participants
work or partner institutions). The evaluation plan should
include indicators that measure gains in mutual
understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on
setting clear goals and outcomes at the outset of a
program. Your evaluation plan should include a description
of your project's objectives, your anticipated project
outcomes, and how and when you intend to measure these
outcomes (performance indicators). The more that outcomes

are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program <u>outputs</u> and <u>outcomes</u>. <u>Outputs</u> are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. <u>Outcomes</u>, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as

a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3d.4. For information on the Bureau's policies regarding alumni outreach and engagement, as well as guidance on the proper acknowledgement of ECA sponsorship of this program, please refer to the enclosed PSI.

IV.3e. Please take the following information into consideration when preparing your budget:

IV.3e.1. Applicants must submit SF-424A – "Budget Information – Non-Construction Programs" along with a comprehensive budget for the entire program. The award request may not exceed $1,230,000. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

IV.3e.2. Allowable costs for the program include the following:
1. Educational materials;
2. Participant travel (domestic, local, and in some cases, international, transportation);
3. Orientations;
4. Cultural and social activities;

5. Meeting costs;
6. Food and lodging, when not in home stay;
7. Interpreters and translation, when necessary;
8. Follow-on activities;
9. Evaluation;
10. Stipends or allowances;
11. Other justifiable expenses directly related to supporting program activities.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

IV.3f. Application Deadline and Methods of Submission:

Application Deadline Date: April 2, 2009
Reference Number: ECA/PE/C/WHA-EAP-09-18
Methods of Submission:
Applications may be submitted in one of two ways:

1.) In hard-copy, via a nationally recognized overnight delivery service (i.e., DHL, Federal Express, UPS, Airborne Express, or U.S. Postal Service Express Overnight Mail, etc.), or
2.) Electronically through http://www.grants.gov.

Along with the Project Title, all applicants must enter the above Reference Number in Box 11 on the SF-424 contained in the mandatory Proposal Submission Instructions (PSI) of the solicitation document.

IV.3f.1 Submitting Printed Applications

Applications must be shipped no later than the above deadline. Delivery services used by applicants must have in-place, centralized shipping identification and tracking systems that may be accessed via the Internet and delivery people who are identifiable by commonly recognized uniforms and delivery vehicles. Proposals shipped on or before the above deadline but received at ECA more than seven days after the deadline will be ineligible for further consideration under this competition. Proposals shipped after the established deadlines are ineligible for consideration under this competition. ECA will not notify you upon receipt of application. It is each applicant's responsibility to ensure that each package is marked with a

legible tracking number and to monitor/confirm delivery to ECA via the Internet. Delivery of proposal packages <u>may not</u> be made via local courier service or in person for this competition. Faxed documents will not be accepted at any time. Only proposals submitted as stated above will be considered.

Important note: When preparing your submission please make sure to include one extra copy of the completed SF-424 form and place it in an envelope addressed to "ECA/EX/PM".

The original and ten copies of the application should be sent to:

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U.S. Department of State
SA-44
Bureau of Educational and Cultural Affairs
Ref.: ECA/PE/C/WHA-EAP-09-18
Program Management, ECA/EX/PM, Room 534
301 4th Street, S.W.
Washington, D.C. 20547

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Applicants submitting hard-copy applications must also submit the "Executive Summary" and "Proposal Narrative" sections of the proposal in text (.txt) or Microsoft Word/Excel format on a PC-formatted disk.

IV.3f.2 – Submitting Electronic Applications

Applicants have the option of submitting proposals electronically through Grants.gov (http://www.grants.gov). Complete solicitation packages are available at Grants.gov in the "Find" portion of the system. Please follow the instructions available in the 'Get Started' portion of the site (http://www.grants.gov/GetStarted).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your

internet connection. In addition, validation of an
electronic submission via Grants.gov can take up to two
business days.

Therefore, we strongly recommend that you not wait until
the application deadline to begin the submission process
through Grants.gov.

The Grants.gov website includes extensive information on
all phases/aspects of the Grants.gov process, including an
extensive section on frequently asked questions, located
under the "For Applicants" section of the website. ECA
strongly recommends that all potential applicants review
thoroughly the Grants.gov website, well in advance of
submitting a proposal through the Grants.gov system. ECA
bears no responsibility for data errors resulting from
transmission or conversion processes.

Direct all questions regarding Grants.gov registration and
submission to:

Grants.gov Customer Support
Contact Center Phone: 800 -518-4726
Business Hours: Monday – Friday, 7AM – 9PM Eastern Time
Email: support@grants.gov

Applicants have until midnight (12:00 a.m.), Washington, DC
time of the closing date to ensure that their entire
application has been uploaded to the Grants.gov site. There
are no exceptions to the above deadline. Applications
uploaded to the site after midnight of the application
deadline date will be automatically rejected by the
grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of
various "application statuses" and the difference between a
submission receipt and a submission validation.
Applicants will receive a validation e-mail from grants.gov
upon the successful submission of an application. Again,
validation of an electronic submission via Grants.gov can
take up to two business days. Therefore, we strongly
recommend that you not wait until the application deadline
to begin the submission process through Grants.gov. ECA
will not notify you upon receipt of electronic
applications.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

IV.3g. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

V. Application Review Information
V.1. REVIEW PROCESS

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards cooperative agreements resides with the Bureau's Grants Officer.

REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. Program Planning: Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above. Program schedules should reflect innovative and relevant itineraries, and creative and dynamic meetings and site visits.
2. Ability to Achieve Program Objectives: Objectives should be reasonable, feasible, and flexible. Your proposal

should clearly demonstrate how your organization will meet the program's objectives and plan.

3. Multiplier Effect/Impact: The proposed program should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.

4. Support of Diversity: Your proposal should demonstrate your organization's commitment to promoting awareness and understanding of diversity.

5. Project Evaluation: Your proposal should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique, plus a description of a methodology to use to link outcomes to original project objectives.

6. Institution's Record/Ability/Institutional Capacity: Your proposal should demonstrate an institutional record of successful international exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by the Bureau's Grants Office. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project goals.

7. Cost-effectiveness: The applicant should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

VI.) Award Administration Information
VI.1a. Award Notices:
Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and mailed to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

VI.1b. The following additional requirements apply to this project:

A critical component of current U.S. government Iran policy is the support for indigenous Iranian voices. The State Department has made the awarding of grants for this purpose a key component of its Iran policy. As a condition of licensing these activities, the Office of Foreign Assets Control (OFAC) has requested the Department of State to follow certain procedures to effectuate the goals of Sections 481(b), 531(a), 571, 582, and 635(b) of the Foreign Assistance Act of 1961 (as amended); 18 U.S.C. §§ 2339A and 2339B; Executive Order 13224; and Homeland Security Presidential Directive 6. These licensing conditions mandate that the Department conduct a vetting of potential Iran grantees and sub-grantees for counter-terrorism purposes. To conduct this vetting the Department will collect information from grantees and sub-grantees regarding the identity and background of their key employees and Boards of Directors.

Note: To assure that planning for the inclusion of Iran complies with requirements, please contact Raymond H. Harvey, telephone number 202-453-8163, e-mail mailto:HarveyRH@state.gov for additional information.

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact: Raymond H. Harvey, telephone number 202-453-8163, e-mail HarveyRH@state.gov.

VI.2 Administrative and National Policy Requirements:
Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost
Principles for Nonprofit
Organizations."

Office of Management and Budget Circular A-21, "Cost
Principles for Educational
Institutions."

OMB Circular A-87, "Cost Principles for State, Local and
Indian Governments".

OMB Circular No. A-110 (Revised), Uniform Administrative
Requirements for Grants and Agreements with Institutions of
Higher Education, Hospitals, and other Nonprofit
Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements
for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local
Government, and Non-profit Organizations

Please reference the following websites for additional
information:

http://www.whitehouse.gov/omb/grants.

http://fa.statebuy.state.gov

VI.3.   Reporting Requirements: You must provide ECA
with a hard copy original plus two copies of the following
reports:
   1.) A final program and financial report no more than
        90 days after the expiration of the award;
   2.) A concise, one-page final program report
        summarizing program outcomes no more than 90 days
        after the expiration of the award. This one-page
        report will be transmitted to OMB, and be made
        available to the public via OMB's USAspending.gov
        website - as part of ECA's Federal Funding
        Accountability and Transparency Act (FFATA)
        reporting requirements.
        A SF-PPR, "Performance Progress Report" Cover

3.) Quarterly program and financial reports are
required that provide concise information on all
programs completed that quarter as well as a
description of planning undertaken for programs
taking place in the following quarter. Financial
reports should describe funding allocated to each
program completed as well as an estimated budget for
programs to be undertaken in the next quarter. A SF-
PPR, "Performance Progress Report" Cover Sheet is
required with all program reports.

Award recipients will be required to provide reports
analyzing their evaluation findings to the Bureau in their
regular program reports. (Please refer to IV. Application
and Submission Instructions (IV.3.d.3) above for Program
Monitoring and Evaluation information.

All data collected, including survey responses and contact
information, must be maintained for a minimum of three
years and provided to the Bureau upon request.

**All reports must be sent to the ECA Grants Officer and ECA
Program Officer listed in the final assistance award
document.**

VII. Agency Contacts
For questions about this announcement, contact: Raymond H.
Harvey, Office of Citizen Exchanges, ECA/PE/C, Room 224,
ECA/PE/C/WHA-EAP-09-18, U.S. Department of State, SA-44,
301 4th Street, S.W., Washington, D.C. 20547, telephone
number: 202-453-8163, fax number: 202-453-8169, e-mail
mailto:HarveyRH@state.gov

All correspondence with the Bureau concerning this RFGP
should reference the above title and number: ECA/PE/C/WHA-
EAP-09-18

Please read the complete announcement before sending
inquiries or submitting proposals. Once the RFGP deadline
has passed, Bureau staff may not discuss this competition
with applicants until the proposal review process has been
completed.

VIII. Other Information:
Notice:
The terms and conditions published in this RFGP are binding
and may not be modified by any Bureau representative.
Explanatory information provided by the Bureau that
contradicts published language will not be binding.
Issuance of the RFGP does not constitute an award
commitment on the part of the Government. The Bureau
reserves the right to reduce, revise, or increase proposal
budgets in accordance with the needs of the program and the
availability of funds. Awards made will be subject to
periodic reporting and evaluation requirements per section
VI.3 above.